

Issued: 8/22/13

**SUNY Downstate Medical Center Contracts Department**

**Request For Proposals (RFP) # Q14-04 Summary**

**Title:** Hospital billing and debt collection services for Long Island College Hospital ("LICH")

**Description/ Procurement Summary:** SUNY-DMC requires a qualified firm to provide hospital billing and debt collection services for its facility at Long Island College Hospital ("LICH"). Vendor's performance of these services, and all ancillary services, must conform to those specifications set forth in the [detail RFP Q14-04 \(link\)](#).

**Vendor Selection Criteria:**

- 1) Experience, as demonstrated by:
  - a. Years of experience in healthcare collection and recovery services;
  - b. Representation in NYC hospitals;
  - c. Experience of client support leads/managers Account Management and other support services.
- 2) Vendor cost based on contingency fee and other fees.
- 3) SUNY-DMC cost of administration of services
- 4) Strength of product, as demonstrated by:
  - a. Past performance,
  - b. Application of systems and technology,
  - c. Robustness of reporting functionalities,
  - d. Strength of ROI analysis,
  - e. Extent of support services and reference databases.
- 5) Included functionalities which exceed SUNY-DMC's desires.

Vendor's proposed solution and services must conform to those specifications set forth

**Contact:** The only individuals at SUNY-DMC who may be contacted in connection with this matter are:

- (1) Howah Hung, Contracts Attorney, at (718) 613-8748; [Howah.Hung@downstate.edu](mailto:Howah.Hung@downstate.edu); or
- (2) Maureen Crystal, Director of Contracts at (718) 270-1132; [Maureen.Crystal@downstate.edu](mailto:Maureen.Crystal@downstate.edu)

Contacting any other individual at this institution regarding this matter may constitute a violation of New York State law.

**Due Date:** ~~September 10, 2013~~ extended to Sept 18, 2013

**Contract Term:** 1 Year

**VENDOR SELECTION CRITERIA:**

- 1) Experience, as demonstrated by:
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